



OPEN

**DEPUTY DIRECTOR**  
**DEPARTMENT OF EMERGENCY MANAGEMENT**  
SPOKANE COUNTY CIVIL SERVICE COMMISSION



**CLOSING DATE:** June 7, 2013 at 4:30 p.m.  
**SALARY RANGE:** \$71,816.88 - \$96,906.96 & benefits  
(Step 1) – (Step 7)

**APPLICATION REVIEW:** June 10, 2013  
**TEST DATE:** July 8, 9, 10 for initial interviews  
**FINAL INTERVIEW:** To be determined

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**NOTES:**

- 1) Applications will be reviewed for minimum requirements. Qualified applicants will be contacted on June 10<sup>th</sup> with confirmed testing information.
- 2) Test will consist of written essay response (30%), oral presentation (40%), oral interview (30%). Information on essay and presentation will be provided with confirmation of minimum requirements.
- 3) Top five (5) on eligibility list will participate in final Interview. Spokane County Sheriff's Office follows the Rule of 3 but due possible background issues, five will be interviewed.
- 4) Anticipated hire date is on or about December 2, 2013, but is subject to change.

**APPLICATION PACKETS**

Submit the following documents to Civil Service when filing:

- Civil Service Application
- Resume highlighting professional qualifications; 2 pages maximum; margins not less than 0.75 inch; font size 12.
- FEMA Certifications, copies
- Sealed high school and college transcripts
- Application for Veterans Preference with copy of DD-214, if applicable
- Birth Certificate, copy
- Current driver's license, copy
- Social Security card, copy
- **Non-refundable \$15.00 processing fee (check or money order payable to SCCSC; no cash will be accepted).**

Application packets without the attached documents listed above will be considered incomplete and will not be accepted.

**MINIMUM REQUIREMENTS**

- A United States citizen who can read and write the English language
- A Bachelor's degree in business, public administration, or a closely related field including specialized training in emergency management and preparedness
- Five (5) years of progressively responsible emergency management experience in an emergency management department or equivalent with at least three (3) at an administrative/ supervisory / management level. Additional related emergency management experience may substitute for the education requirements on a year for year basis
- A valid Washington State driver's license required at time of hire and throughout employment.

**SPECIAL REQUIREMENTS /QUALIFICATIONS:**

Ability to obtain a security clearance from state and/or federal departments and agencies; must pass job related tests including integrity interview, oral boards, polygraph, and background investigation

**EXAMPLES OF DUTIES** (Includes but is not limited to the following):

Represent the DEM organization in all dealings with public or private agencies pertaining to emergency preparedness and response to disasters.

Work within the direction of the Emergency Management Policy Board (EMPB) to develop policy, goals, and objectives as well as expense prioritization for DEM.

Develop and prepare the annual budget for presentation to the EMPB for their approval prior to submittal to the Board of County Commissioners.

SPOKANE COUNTY CIVIL SERVICE COMMISSION  
1229 WEST MALLON, SPOKANE, WA 99260-0230  
Phone: (509) 477-4711  
[www.spokanecounty.org/sheriff](http://www.spokanecounty.org/sheriff)  
EQUAL OPPORTUNITY EMPLOYER

Establish and enforce proper procedures, and controls, of budget expenditures.

Ensure established Department guidelines and procedures for volunteer support and coordination are current and up to date. Maintain a continuous and ongoing relationship with volunteer groups, verify proper registration and to ensure compliance of state and local requirements being met.

Serve in a critical leadership role during emergencies or disasters.

Ensure the readiness of the Emergency Coordination Center (ECC) and assume the role as ECC manager during emergencies or disasters when activated. Coordinate emergency response support and recovery operations in the event of a disaster to ensure the maximum reimbursement.

Assure maintenance of all owned equipment at a high level of readiness to respond immediately to all requests.

Establish and assure the maintenance of goals for: public education, individual citizen disaster preparation, and volunteer group participation. Work in partnership with the news media to ensure wide dissemination of these goals.

Assure that all Department originated publications are accurate, concise and complete, ensuring fulfillment of local, state and federal requirements, as appropriate.

For community exercises, ensure compliance to the exercise evaluation program including, but not be limited to, the development and review of after action reports and corrective action plans. Assure identified improvement actions are assigned and implemented, as appropriate.

Provide daily oversight, direction, assignment of tasks, and supervision of direct report employees.

Ensure compliance to all grant requirements for federal and state grants awarded to the Department.

Develop and maintain mutual aid agreements with the surrounding jurisdictions.

Unify efforts of local emergency response agencies, volunteer organizations, business & industry and surrounding Washington State Homeland Security jurisdictions and others to develop, maintain and provide emergency management and incident response coordination through development and revised Comprehensive Emergency Management Plan annexes and other supporting plans.

Perform other duties as required.

### **BEHAVIORAL STANDARDS**

Respectful and courteous to citizens, co-workers and County leadership. A team player that helps the organization meet its objectives. Effectively communicates with all people. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors.

### **PHYSICAL DEMANDS:**

Position is considered light duty with majority of time in an office environment with travel to local meetings/presentations/training. Emergency conditions may require response to incident site locations.

### **SELECTION FACTORS**

Knowledge of:

- FEMA emergency planning workshops (documentation required)
- FEMA contemporary issues in emergency management and/or progressive attendance at large incident management courses.
- Experience in emergency declaration process to include Federal Disaster Assistance under the Stafford Act.
- Principles and practices of public administration, organization, personnel management and modern supervisory practices.
- The principles and practices of emergency management, including planning, coordinating, preparing for and responding to emergencies.
- The current developments and trends in the field of emergency management and homeland security.
- The National Incident Management System (NIMS) and the Incident Command System (ICS).

- Emergency Operations Center practices and methods of operation.
- The principles and practices of program planning, organization, budgeting and administration.
- The principles and practices of effective supervision.

Skilled in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Leadership and facilitation of diverse emergency response organizations working toward the broad goals of all-hazards community preparedness and response.
- Use of Microsoft Office programs to include but not limited to MS Word and Excel.

Ability to:

- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Assist in the planning, organizing and directing the operations of a major County department.
- Interpret and synthesize information from a "big picture" perspective.
- Plan, coordinate, supervise and evaluate the work of subordinate employees.
- Administer and manage the department's annual budget.

- The ability to work under pressure and to delegate responsibility.
- Establish and maintain effective working relationships with elected officials, associates, subordinates, employees of other agencies and with the general public.
- Prepare a variety of correspondence, reports and other written materials.
- Formulate plans and see them through to completion.
- Read, interpret and apply a variety of laws, rules, and regulations governing department operations.
- Understand and follow written and verbal instructions.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Effectively and efficiently use a computer including but not limited to computer applications such as Microsoft WORD, EXCEL, Outlook, etc.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the close date. POSTMARKS WILL NOT BE ACCEPTED.**

By order of the Spokane County Civil Service Commission dated at Spokane, Washington this 8th day of May, 2013.

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Steve Twiggs, Acting Chair

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Nancy J. Paladino, Chief Examiner